



## VILLAGE OF SHUNGOPAVI

### SERVICE COORDINATOR

**INTRODUCTION:** This position is responsible for developing and coordinating services that improve the health, educational, recreational and social well being of residents in the Shungopavi Community.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Plans, coordinates and implements activities to promote social, health, cultural, recreational and educational programs for Shungopavi residents; assist with review of short- and long-term goals & objectives, program policies & procedures and the instrument to evaluate and measure the effectiveness of program services.
2. Collaborates with village members, other tribal villages/entities, I.H.S., B.I.A., federal and state agencies to develop and implement prevention programs and activities, i.e., alcohol, substance abuse, inhalants, gangs, etc.
3. Utilizes various means of media to publicize events, activities and community awareness of planned activities.
4. Seeks additional or alternative funding; prepares and submits grant proposals to funding agencies to support program services & activities.
5. Establish and maintains an effective and efficient records management systems of documents and correspondence; maintains strict confidentiality of sensitive records; complies and prepares required program reports, narratives, etc.
6. Recruits and supervises program volunteers; assigns tasks/duties and processes necessary documents for volunteers.
7. Performs other related duties as assigned and authorized to achieve village goals and objectives.

**COMPLEXITY:** The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Assignments involve participant sensitivity and several phases being pursued concurrently or sequentially with the support of others within/outside the organization. Decisions regarding what needs to be done include undefined issues requiring extensive.

**SUPERVISION RECEIVED:** The supervisor provides continuing or individual assignments by indicating generally what is to be done and expected timelessness and deadlines. The incumbent sets priorities in planning and carrying out assignments independently, referring unfamiliar problems/situations to the supervisor for decision or help. Work is reviewed for technical accuracy and conformance with instructions, established policies and procedures.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, villages, leaders, youth, elderly, and families, schools, outside agencies / organization and the general public. The purpose of these contacts is to coordinate the provisions of services and to exchange factual information. Contacts may at times become agitated and / or depressive due to participants and village member complaints.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** Work is performed in a standard office environment, village or other locations where activities may be scheduled. Physical participation in recreational activities with participants is required. Incumbent will be required to work evenings and weekends to meet program needs. Travel and transporting on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education : Two (2) years post high school in Human Services, Social Services, Education or related field;

AND

B. Experience: Three (3) years related work experience with responsibilities in organizing and coordinating community services, recreational and educational activities

OR

C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities

A. Knowledge :

Knowledge of the political, cultural and socio-economic environment of the Hopi Tribe  
Working knowledge of administrative operational planning, financial and human resources management principles and practices  
Working knowledge of counseling practices and group facilitation concepts, methods and techniques  
Knowledge of safety and first aid procedures  
Working knowledge of preparing contract / grant proposals

B. Skills:

Excellent skill in developing, organizing and coordinating age-appropriate activities  
Excellent verbal and written communication skills for public presentations, preparation of statistical and narrative reports, composing business correspondence, developing grant/contract proposals, etc  
Skill in operating a basic office machines/equipment and applicable software

C. Abilities:


Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines  
Ability to work independently, maintains discipline in elderly and youth activities, analyze and assess administrative needs and situations  
Ability to establish and maintain positive working relationships with others


**NECESSARY SPECIAL REQUIREMENTS:**

1. Must pass and complete the pre-employment screening in accordance with Hopi Tribal Policy.
2. Possess a valid driver's license and complete/pass the Hopi Tribe's Defensive Driving Course.

**PREFERRED QUALIFICATION:**

1. Speak and understand the Hopi language well enough to translate Hopi to English and vice versa.

REVIEWED BY:  4/9/08  
Department/Office Hiring Authority Date

APPROVED BY:  09-09-08  
Personnel Director Date

Sensitive – Hourly: Range 26  
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